

Geography skills audit

If you have completed the geography skills audit, you may have identified some areas you would like to work on. We have gathered together some useful resources for you in this list <https://brookes.rl.talis.com/lists/B7959425-9A1C-1103-4784-86E45E2BC592.html>

You can browse the list or look up specific questions in the table below to see which section of the list would be most useful.

1. I can confidently articulate my current knowledge of a topic and am aware of when I need to research further	Getting started
2. When given an assignment, I can determine what aspects of it will require using library resources	Getting started
3. I can manage my time effectively to search for and acquire resources	Being a proactive citizen
4. I understand the differences between books and journals and know when each is the most appropriate source to use	Getting started
5. I understand what 'peer-reviewed' means and how to identify a peer-reviewed journal	Getting started
6. I can confidently identify which types of information will best meet my research needs (e.g. interviews/statistics/maps/numerical data/newspaper articles/books).	Getting started
7. I am happy to use new library tools/databases etc. as they become available.	Identifying and developing your skills
8. I can choose between a range of search tools and databases, and pick the most appropriate tool for each task or assignment	Getting started
9. I know how to identify useful keywords or search words for a topic and how to use them to search effectively.	Getting started
10. I know how to limit or refine a long list of search results.	Getting started
11. I understand the references on my reading list or in bibliographies, and what each part of a reference means.	Getting started
12. I know how to find e-journal articles from the library website.	Getting started
13. I know how to access face-to-face and online sources of help in the library	Getting started
14. I can distinguish between different information resources.	Getting started
15. I can assess the quality, accuracy, relevance, bias and credibility of the resources I find.	Ethical awareness
16. I can read critically, identifying key concepts and arguments.	Planning and managing
17. I can critically appraise and evaluate my own findings.	Planning and managing
18. I can use Harvard referencing to cite printed and electronic resources.	Identifying and developing your skills
19. I can use bibliographic management software (e.g. EndNote) to manage information.	Identifying and developing your skills

20. I am aware of issues relating to the rights of others, including ethics, data protection, copyright and plagiarism.	Ethical awareness
21. I can synthesise and appraise new and complex information from different sources	Communicating effectively
22. I can communicate effectively using appropriate writing styles in a range of formats.	Communicating effectively
23. I can communicate effectively verbally.	Communicating effectively
24. I can analyse and present data appropriately.	Communicating effectively
25. I can summarise documents and reports verbally and in writing.	Communicating effectively
26. I readily accept responsibility to move a situation or task forward (i.e. leadership).	Being a proactive citizen
27. I know when and how to be effectively assertive when putting forward an idea.	Communicating effectively
28. I know how to improve my performance based on reflection and feedback.	Being a proactive citizen
29. I can work independently, without substantial supervision.	Being a proactive citizen
30. I can balance my leisure time, part-time job commitments and studies effectively.	Being a proactive citizen
31. I understand what it means to be 'resilient' and have a 'can do' approach.	Being a proactive citizen
32. I am ready to take part and contribute to tasks, discussions and activities.	Being a proactive citizen
33. I can take innovative and creative approaches to challenge assumptions and deal with change.	Being a proactive citizen
34. I know how to co-operate, negotiate with and persuade others when working in groups.	Being a proactive citizen
35. I know how to work effectively with team members from different cultures or those who have a different 'frame of reference' from me.	Being a proactive citizen
36. I understand how to present my ideas effectively and professionally both verbally and in writing, for example writing reports, creating an 'employer ready' CV, composing professional emails and delivering presentations.	Communicating effectively
37. I can listen well and ask the right questions.	Communicating effectively
38. I can produce clear, structured, professional written work.	Communicating effectively
39. I can read critically, and I am able to pull out key concepts and arguments quickly.	Planning and managing
40. I can add, subtract, multiple and divide figures to manage budgets.	Identifying and developing your skills
41. I have enough numeracy skills to extract information from graphs, figures and spreadsheets to inform decisions or highlight patterns.	Identifying and developing your skills
42. I understand how to work with percentages and ratios.	Identifying and developing your skills

43. I am able to raise vital questions and problems formulating them clearly and precisely based on the information presented to me.	Communicating effectively
44. I am able to come to well reasoned conclusions and solutions, testing them again relevant criteria, standards and requirements.	Ethical awareness
45. I can gather and assess relevant information using abstract ideas and to interpret it effectively.	Planning and managing
46. I am able to analyse facts and situations and apply creative thinking to develop appropriate solutions.	Being a proactive citizen
47. I can research a professional sector, an organisation or specific job to reflect why that company, sector or particular job is of interest to me.	Planning and managing
48. I know how to find out information about a topic I know nothing about.	Planning and managing
49. I have IT skills which allow me to be a proficient at work processing, able to use spreadsheets, file effectively and use internet search engines.	Identifying and developing your skills
50. I can find opportunities which are appropriate and of interest to me using professional social media platforms such as LinkedIn and Facebook.	Planning and managing